

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SENATE
2017 FEB -3 PM 4:00

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Martin Luther King Center for Nonviolent Social Change (King Center)

Travel date(s): January 26, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$414.20	N/A	N/A	N/A
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

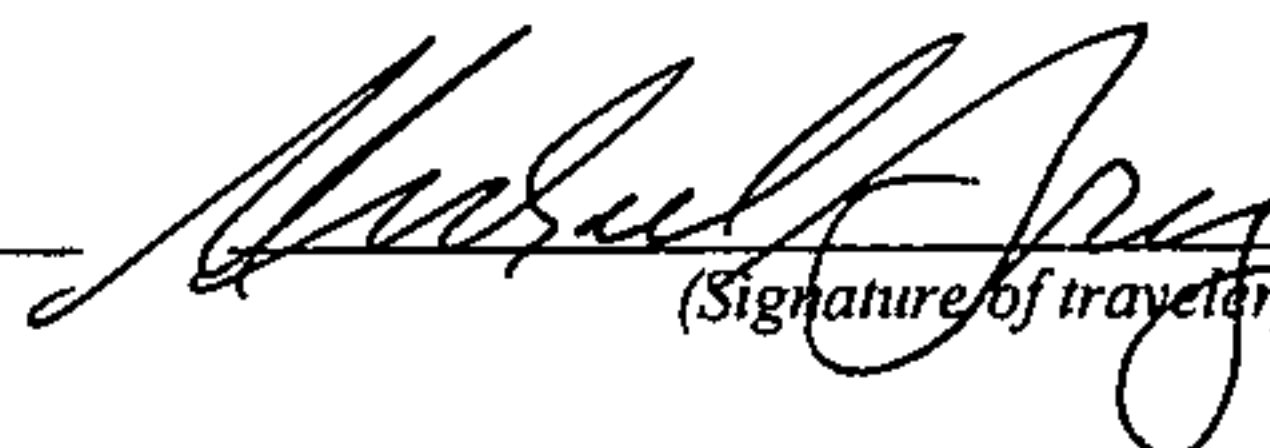
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Michael Briggs arrived at the event for a meet and greet with Senator Sanders then proceeded to the main event and remained there until conclusion of the event.

Michael handled all communications/press related matters. He then traveled to the airport for his departure to Washington, DC

1-31-17
(Date)

Michael Briggs
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

2-3-17
(Date)


(Signature of Supervising Senator/Officer)

Gillison, Jacob (Sanders)

From: Barbara Harrison <BHarrison@thekingcenter.org>
Sent: Friday, December 16, 2016 11:30 AM
To: Gillison, Jacob (Sanders)
Cc: Donald Bullock
Subject: Invitation on Behalf of Dr. Bernice A. King (CEO, The King Center & Daughter of MLK, Jr.)
Importance: High

Dear Senator Sanders,

On behalf of the Dr. Bernice A. King, CEO of The King Center and daughter of Dr. Martin Luther King, Jr., I am honored to extend an invitation for you to participate in our Martin Luther King, Jr., Annual Commemorative Service, which will take place Monday, January 16, 2017 in Atlanta, Georgia. This ecumenical service is a hallmark of our holiday observance and will be held in the Horizon Sanctuary at Ebenezer Baptist Church, from 10:00 am – 1:30 pm. It will mark the King Center's 49th annual birthday celebration program, the 32nd observance of the Federal Holiday and Dr. King's 88th birthday

Specifically, we're asking you to give a tribute to her father during the service which is televised locally, on c-span and is simulcast; therefore we ask you to limit your remarks to 6 -8 minutes. The national holiday theme for the observance is "Remember! Celebrate! Act! King's Legacy of Peace with Justice for Our World." The audience will include national policy makers, educators, civil and human rights activists, religious and community leaders and the public at-large.

We hope your schedule will allow you to accept our invitation and we thank you for considering our request. Should you accept, airfare and hotel accommodations for you and a staff person will be provided.

Sincerely,

Barbara A. Harrison
Director, External Affairs, Strategic Partnerships & Programs
bharrison@thekingcenter.org



The King Center
449 Auburn Ave. NE
Atlanta, GA 30312
Direct: 404.526.8961
Main: 404.526.8900
www.thekingcenter.org

Please Follow us!



EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Michael Briggs

Employing Office/Committee: Senator Bernard Sanders

Private Sponsor(s) (list all): The King Center

Travel date(s): 1/15/2017 - 1/16/2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Atlanta, GA

Explain how this trip is specifically connected to the traveler's official or representational duties:

Michael Briggs will be attending the event as the Senator's Communications Director. Events such as this generates much media attention and it is very necessary for Michael, the Senator's Communication provides assistance to the Senator.

Name of accompanying family member (if any): N/A
Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

12/19/2016
(Date)

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Michael Briggs

Secretary for the Majority, Secretary for the Minority, and Chaplain.

I, Bernard Sanders hereby authorize Michael Briggs
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐ *no*

12-16-2016
(Date)

B. J. Sanders
(Signature of Supervising Senator/Officer)

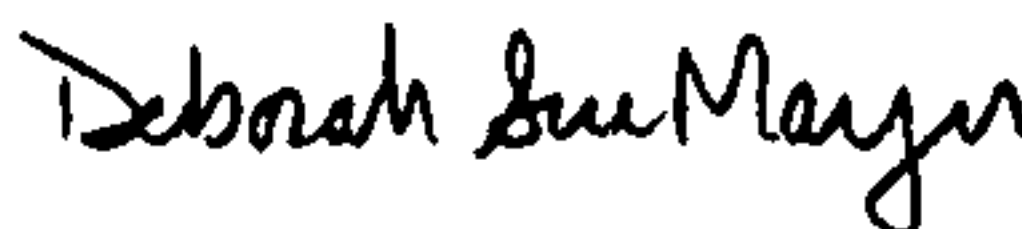
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completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,³ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$375 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their annual Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosures: Travel Checklist

³ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file an annual Financial Disclosure Report.

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This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

1. Sponsor(s) of the trip (please list all sponsors): The Martin Luther King Jr. Center for Nonviolence Social Change, Inc.

2. Description of the trip: King Holiday Observance Commemorative Service

3. Dates of travel: Monday, January 16, 2017

4. Place of travel: Atlanta, GA

5. Name and title of Senate invitees: Senator Bernie Sanders; Michael Briggs

6. I *certify* that the trip fits one of the following categories:

☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

- OR -

☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).

7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. I *certify* that:

☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

- AND -

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

USE ONLY IF YOU CHECKED QUESTION Q2)
I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

USE ONEY IF YOU CHECKED QUESTION 12)
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The King Center is the sole organizer and sponsor.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The King Center serves as the premier resource dedicated to educating a global network of allied indivi-

duals and organzations working collectively using the philosophy and mehtods of nonviolence to create

the Beloved Community Dr. MLK, Jr. envisioned. Sen. Sanders is a proponent of Dr. King's legacy.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Center has not previously sponsored congressional trips.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The King Center provides nonviolence education and training based on Dr. King's philosophy and methodology.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	648	0	50.00 per day	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged or organized without regard to congressional participation.

18. Reason for selecting the location of the event or trip

Historical Church affiliation with Dr. Martin Luther King, Jr.

19. Name and location of hotel or other lodging facility:

None

20. Reason(s) for selecting hotel or other lodging facility:

N/A

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses for meals are in line with the official Federal Government per diem rates

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach Air Travel

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Barbara A. Harrison

Name and Title: Barbara A. Harrison, Director, External Affairs, Strategic Partnerships and Programs

Name of Organization: The Martin Luther King, Jr. Center for Nonviolent Social Change (The King Center)

Address: 449 Auburn Avenue, NE Atlanta, GA 30312

Telephone Number: 404-526-8961

Fax Number: 404-526-8965

E-mail Address: bharrison@thekingcenter.org

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**Senator Bernie Sanders
and Michael Briggs
The King Center (TKC)
Atlanta GA
Itinerary**

For MLK, Jr. Commemorative Services

Time:	Event:	Details:
Senate attendees arrive at own expense in Atlanta.		
Monday, January 16, 2016		
9:00 AM	Ground Transportation: Watkins car service will provide transportation to the Event – Commemorative Services	
9:15 AM	Arrive at Location: Ebenezer Baptist Church 400 Auburn Ave NE Atlanta, GA	
9:15 AM to 9:45 AM	Continental Breakfast	
9:50 AM	In place for program / Reserved Seating	
10:00 AM – 1:00 PM	The MLK, JR. Commemorative Services	Attire: Business
1:30 PM to 2:30 PM	Reception with Dr. Bernice King at TKC Administration Building	
2:45 PM	Ground Transportation: Watkins car service will provide transportation from TKC Administration Building to Airport	
Flight	Depart Atlanta on Delta Airlines Flight # 1913 To Washington, DC	Airlines Phone: 1(800) 221-1212 Coach Seating

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